

Chapter 6 - Absentee Voter Module

January 1, 2002

Mass Production of AV Applications:

AV Applications [REP005]

8.5 x 11 P

County: BERRIEN

Jurisdiction: BENTON HARBOR CITY

Main Election: 08/04/1998 - STATE PRIMARY

Secondary/General Election: 11/03/1998 - GENERAL

Selection Options:

- ☐ Over 60+
- ☐ Permanent AVs

Output Format: AV Applications

Sort Applications By ...

- ☒ Last/First Name
- ☐ Zipcode

What to Print:

- ☐ Pre-Printed Form
- ☒ Complete Form
 - ☒ Print Front
 - ☒ Print Back

Print Options:

- ☒ Print Now
- ☐ Print Later
- ☐ Print To File
- ☐ Print To Zip/Disk

Precincts:

- 01001
- 02001
- 03001
- 04001

Select All

Select None

4 Selected

This feature allows you to generate AV Applications in mass for everyone on your permanent AV list or everyone aged sixty and older. **Note:** When AV applications are generated in mass, a notation that an application was sent does not appear in the voter history. AV Applications cannot be generated for voters with a “Ch” Challenge status. Also, QVF generated AV Applications are designed for mailing in window style envelopes. However, you can generate mailing labels.

Action	Result
From <i>Reports</i> go to <i>Absentee Voter</i> then click on <i>Applications</i> .	The <i>AV Applications</i> screen appears.
In the fields at the top of the screen verify that the <u>County</u> and <u>Jurisdiction</u> are correct.	

<p>In the center of the screen on the left side are two fields that allow you to specify the election. In the <u>Main Election</u> field choose an election. If you want to run a dual application for both the general election and the primary, choose the primary election in the <u>Main Election</u> field then choose the general election from the drop down list in the <u>Secondary/General Election</u> field.</p>	
<p><u>Selection Options</u> allow you to generate applications for everyone on your permanent AV list, and/or everyone 60 years of age and older. Click on one or more of the <u>Selection Options</u>.</p>	<p>The software will generate a single application for each voter matching the selected criteria. Duplicate applications will not be generated if a voter is both 60+ and on the permanent AV list.</p>
<p>On the right side of the screen is the <u>Precincts</u> box. The <u>Precincts</u> box allows you to identify the precinct that you wish to generate AV Applications for. If all of the precincts are highlighted, applications will print for the entire jurisdiction. If all of the precincts are not highlighted, click on the [Select All] button.</p>	<p>All the precincts are highlighted.</p>
<p>If you want to generate applications for selected precincts rather than the entire jurisdiction, click on the [Select None] button.</p>	<p>All the precincts are un-highlighted.</p>
<p>Highlight the precinct that you want to run applications for. If you want to choose more than one precinct, highlight the first precinct, then hold down the Control key on the keyboard and highlight other precincts.</p>	
<p>Choose your <u>Output Format</u>.</p>	<p><u>AV Applications</u> print on 8.5 x 11 in. paper. <u>AV Postcards</u> print name, address, and a bar code on a self mailer. <u>Labels</u> will produce mailing labels with precinct numbers and bar codes.</p>

Choose <u>Sort Applications By</u> .	<u>Last/First Name</u> will sort the applications alphabetically. <u>Zip Code</u> will sort the applications by zip code.
Choose <u>What to Print</u> .	<u>Complete Form</u> will print the complete application on blank paper. <u>Pre-Printed</u> will print only unique information on vendor supplied pre-printed forms.
Choose your <u>Print Options</u> . (The <u>Print to Zip Disk</u> option allows you to compress your information and put it on a disk for high speed printing elsewhere.) Then click on the [OK] button.	The AV Applications will either print now or be sent to the <i>Local Report Queue</i> to be printed later. You are then returned to the <i>QVF Main Desktop</i> .

Generating Single AV Applications

AV application, ballot processing and tracking may be performed from the *AV Scan Screen* as described below. Or, if you prefer, these functions can be performed from the *Voter Registration Main Screen*. If you click on the [Absentee] button in the *Voter Registration* screen you will see a screen that is very similar in appearance to the *AV Scan Screen*. The procedures for using both screens are detailed below. Be aware that [Process] buttons perform the functions checked. However, you can also click directly on a button to perform the function. As you perform actions in the *AV Scan* or *Absentee* screens, small graphic symbols will appear in the Election fields or the Ballot box. A small mailbox means that a ballot or application has been sent. A small sheet of paper means that an application or ballot has been received.

With version 1.77, if you are using the QVF to store digitized signatures, you are able to access those signatures from the *AV Scan* screen by clicking on the [Signature] button.

Action	Result
From <i>File</i> click on <i>AV Scan</i> .	The <i>AV Scan</i> screen appears. The <i>AV Scan</i> screen is divided into two main areas; one for tracking AV Applications and one for tracking AV Ballots.

Verify that the <u>County</u> and <u>Jurisdiction</u> are correct. Select the <u>Election</u> from the drop down list on the left side of the screen. To generate dual applications select both a primary and a general election.	The [Search] button becomes enabled.
In the <u>Election/Applications</u> area, put a check mark next to <u>Send</u> .	
<p>If you wish to batch multiple applications and print them at a later time put a check mark next to either <u>App</u> or <u>Card</u>.</p> <p>If you wish to print applications immediately, or if applications are to be sent to an alternative address do not check <u>App</u> or <u>Card</u>.</p>	If you select <u>App</u> or <u>Card</u> , an application will be sent automatically to the <i>Local Report Queue</i> .
Verify that the <u>Default Date</u> in the <u>Sent</u> field is correct.	Note: There are several other <u>Default Dates</u> on the screen that you do not need to be concerned with at this time.
Click on the [Search] button in the upper right corner of the screen.	The <i>AV Search</i> screen appears. You can use this screen to search for a voter using any combination of <u>Last Name</u> , <u>First Name</u> and <u>Ballot #</u> .
Enter your search criteria in the appropriate field, then click on the [Search] button.	A name or list of names that meet your search criteria will appear in the grid.
Highlight a name in the grid and click on the [Process] button. (Clicking on the [Select] button returns you to the <i>AV Scan</i> screen without performing any of the checked off functions.)	<p>You are returned to the <i>AV Scan</i> screen. The voter=s name and ID number will appear in the two fields at the top of the screen. The voter=s mailing address will appear in the <u>Send To Address</u> area.</p> <p>A notation that an AV Application was sent will be added to the voters record.</p> <p>An application is sent to the <i>Local Report Queue</i>.</p>

If the application is to be mailed to an alternative address do not put a check mark next to <u>Send</u> .	When you click on the [Select] button in the <i>AV Search</i> screen, the voter=s information populates the <i>AV Scan</i> screen, but the application is not sent to the <i>Local Report Queue</i> .
Click on the [Clear] button and enter the alternative address in the <u>Send To Address</u> fields.	
Click on the [Send] button (not the check box).	The application record is created.
If you wish the AV Application to print now or have entered an alternative mailing address, click on the [App] button (not the check box).	The <i>Print AV Application Form</i> screen appears.
In the <i>Print AV Application Form</i> screen select <u>Print Now</u> or <u>Print later</u> , and <u>Pre-Printed Form</u> or <u>Complete Form</u> . Then click on the [OK] button.	The AV Application will print now or will be sent to the <i>Local Report Queue</i> to be printed later.

Once a record of the AV application is created (and later the AV ballot), detailed information about the application or ballot issued may be viewed or changed from the edit screen.

Receiving AV Applications and Creating Ballot Records: The ***AV Scan*** screen allows you to document the receipt of an AV application by scanning a bar code or by searching for a voter by name. You are also able to track AV ballots and generate mailing labels in the same screen.

Once a ballot sent date is entered into the QVF, the Voting History is automatically posted to the voter's record and the voter's name is added to the AV List (List of Absent Voters).

Action	Result
From <i>File</i> click on <i>AV Scan</i> .	The <i>AV Scan</i> screen appears.
Verify that the <u>County</u> and <u>Jurisdiction</u> are correct. Select the <u>Election</u> from the drop down list on the left side of the screen.	The [Search] button becomes enabled.
Put check marks next to the tasks that you wish to perform. <u>Applications:</u> <u>Receive</u> <u>Ballots:</u> <u>Send</u> <u>Label</u> Verify that the default dates are correct for each task being performed.	If you want to document the receipt of an application and that a ballot was issued and sent, put check marks next to <u>Application: Received</u> , <u>Ballots: Send</u> , and <u>Label</u> if you wish to generate a mailing label. If the ballot is to be sent to an alternative mailing address, do not put a check mark next to <u>Label</u> .
If you are assigning ballot numbers, enter the first ballot number that you are working with in the <u>Next Ballot Number</u> field. Then put a check mark next to <u>Auto-Advance</u> if you want ballot numbers assigned in numeric sequence.	As AV ballots are processed, the ballot numbers will advance automatically in sequence from the first ballot numbered entered.
On the right side of the screen, choose a <u>Lockout</u> option from the drop down list.	<u>Lockout:</u> <u>Election</u> prevents you from assigning duplicate ballot numbers for an election within the jurisdiction. <u>Lockout:</u> <u>Precinct</u> prevents you from assigning duplicate ballot numbers within the same precinct. <u>Lockout:</u> <u>Counting Board</u> prevents you from assigning duplicate ballots numbers to the same counting board. Counting boards must be set up prior to issuing AV ballots. <u>Lockout:</u> <u>None</u> allows you to issue the same ballot number as many times as you wish.

In the <u>Counting Board</u> field, choose <u>None</u> if you have not set up AV counting boards. To assign AV ballots to a counting board choose <u>Auto</u> or a specific counting board.	As you create the AV ballot record, the ballot will be assigned to the counting board you specified, or <u>Auto</u> will assign the ballots based on the counting board association (the precinct or district the voter lives in).
Verify that the cursor is in the <u>Voter ID</u> field. Scan the bar code on the AV application if a bar code is available.	<p>The voter's name and ID number will appear in the two fields at the top of the screen. The voter's mailing address will appear in the <u>Send To Address</u> area in the upper left corner of the screen.</p> <p>A notation that an AV Application was received and an AV Ballot was sent will be added to the voters record.</p> <p>If you checked <u>Label</u>, the mailing label is sent to the <i>Local Report Queue</i>.</p>
If you are storing signatures in the QVF check the signature on the AV application by clicking on the [Signature] button.	The voter's <i>Signature</i> screen displays.
If the ballot needs to be sent to an alternative mailing address, do not put a check mark next to <u>Label</u> .	
After you show that a ballot has been sent to a voter, click on the [Edit] button. In the <i>Edit</i> screen enter the new mailing address and click on the [OK] button.	You are returned to the <i>AV Scan</i> screen.
Then click on the [Label] button.	The message will appear: "Ballot label has been sent to the Local Report Queue."
If the <u>Send To Address</u> is correct, scan the next application received, etc.	The receipt of an application and issuance of a ballot are documented on the voters record and AV List as you process each application.
	When you are ready to print mailing labels, go to the <i>Local Report Queue</i> . All of the mailing labels you have produced that day will be contained in one print job called "AV Mailing Labels."
If you want the AV ballot mailing label to print immediately, put a check mark next to <u>Print Labels Now</u> in the lower right corner of the screen. Place a check mark next to <u>Print Ballot Num.</u> if you want ballot numbers to print on the labels.	When you click on the [Label] button, the ballot label will be sent to your designated single label printer and prints immediately.

Receiving AV Applications Without Bar Codes

Action	Result
From File click on AV Scan .	The AV Scan screen appears.
<p>The AV Scan screen is divided into two main areas, one for tracking <u>AV Applications</u> and one for tracking <u>AV Ballots</u>.</p> <p>Verify that the <u>County</u> and <u>Jurisdiction</u> are correct. Select the <u>Election</u> from the drop down list on the left side of the screen.</p>	The [Search] button becomes enabled.
<p>Put check marks next to the tasks that you wish to perform.</p> <p><u>Applications:</u> <u>Receive</u> <u>Ballots:</u> <u>Send</u> <u>Label</u></p> <p>Verify that the default dates are correct for each task being performed.</p>	<p>If you want to document the receipt of an application and that a ballot was issued and sent, put check marks next to <u>Application: Received</u>, <u>Ballots: Send</u>, and <u>Label</u> if you want to generate a mailing label.</p>
<p>If you are assigning ballot numbers, enter the first ballot number that you are working with in the <u>Next Ballot Number</u> field.</p> <p>Then put a check mark next to <u>Auto-Advance</u> if you want ballot numbers assigned in numeric sequence.</p>	As AV ballots are processed, the ballot numbers will advance automatically in sequence from the first ballot numbered entered.
On the right side of the screen, choose a <u>Lockout</u> option from the drop down list.	<p><u>Lockout: Election</u> prevents you from assigning duplicate ballot numbers for an election within the jurisdiction.</p> <p><u>Lockout: Precinct</u> prevents you from assigning duplicate ballot numbers within the same precinct.</p> <p><u>Lockout: None</u> allows you to issue the same ballot number as many times as you wish.</p>

<p>In the <u>Counting Board</u> field, choose <u>None</u> if you have not set up AV counting boards. To assign AV ballots to a counting board choose <u>Auto</u> or a specific counting board.</p>	<p>As you create the AV ballot record, the ballot will be assigned to the counting board you specified, or <u>Auto</u> will assign the ballots based on the counting board association (the precinct or district the voter lives in).</p>
<p>Click on the [Search] button in the upper right hand corner of the screen.</p>	<p>The <i>AV Search</i> screen will appear. You can use this screen to search for a voter using any combination of <u>Last Name</u>, <u>First Name</u> and <u>Ballot #</u>.</p>
<p>Enter your search criteria in the appropriate field, then click on the [Search] button.</p>	<p>A name of list of names that meet your search criteria will appear in the grid.</p>
<p>Highlight a name in the grid and hit the [Process] button. (Clicking on the [Select] button will return you to the <i>AV Scan</i> screen with out performing any of the functions checked off.)</p>	<p>You are returned to the <i>AV Scan</i> screen. The voter=s name and ID number will appear in the two fields at the top of the screen. The voter=s mailing address will appear in the <u>Send To Address</u> area in the upper left corner of the screen.</p> <p>A notation that an AV Application was received and an AV Ballot was sent will be added the voters record.</p> <p>If you checked <u>Label</u>, the mailing label is sent to the <i>Local Report Queue</i>.</p>

Accounting for Spoiled Ballots

Action	Result
From <i>File</i> click on <i>AV Scan</i> .	The <i>AV Scan</i> screen appears.
On the <i>AV Scan</i> screen verify that the <u>County</u> and <u>Jurisdiction</u> are correct. Select the <u>Election</u> from the drop down list on the left side of the screen.	The [Search] button becomes enabled.
Make sure you have no check marks next to any of the buttons on the <i>AV Scan</i> screen, then bring up a voter by either scanning a bar code or by using the search function.	The voter=s name and status fill in at the top of the screen. The ballot number issued to the voter will appear in the box beneath <u>Lockout</u> with a small mailbox next to it.
On the right side of the screen click on the [Spoil] button.	The small mailbox next to the ballot number changes to a small piece of paper with a green splotch on it. This is the symbol for a spoiled ballot. Beneath the spoiled ballot number, there is now a gray bar with ANew≡ in it.
You can now click on the [Send] button to issue a new ballot.	In the box beneath <u>Lockout</u> the new ballot number issued appears with a mailbox next to it.

Documenting the Return of AV Ballots

Action	Result
From <i>File</i> click on <i>AV Scan</i> .	The <i>AV Scan</i> screen appears.
<p>The <i>AV Scan</i> screen is divided into two main areas, one for tracking the <u>AV Applications</u> and one for tracking the <u>AV Ballots</u>.</p> <p>Verify that the <u>County</u> and <u>Jurisdiction</u> are correct. Select the <u>Election</u> from the drop down list on the left side of the screen.</p>	The [Search] button becomes enabled.
Put a check mark next to <u>Receive</u> in the <u>Ballots</u> area on the right side of the screen.	
Verify that the <u>Ballot Received Default Date</u> is correct, then click in the <u>Voter ID</u> field.	The cursor will move to the <u>Voter ID</u> field.
<p>Scan the bar code on the outside of the AV return envelope.</p> <p>If you do not have a bar code, use the search function to find the voter and click on the [Process] button.</p>	<p>The voters <u>Name</u>, <u>ID</u> and <u>Address</u> will appear in the fields at the top of the <i>AV Scan</i> screen. All AV tracking information entered for the voter will also appear.</p> <p>A notation that the AV Ballot was returned will be added to the voters record.</p>

Buttons on the AV Scan Screen

General Setup: (Buttons at the top of the screen)

[Close] - Returns you to the *QVF Main Desktop*.

[Help] - Not operational at this time.

[Process] - Performs the functions checked elsewhere on the screen.

[Search] - Produces the *AV Voter Search* screen, allowing you to find voters using last name, first name or ballot number. (See *AV Voter Search* screen below.)

[Clear] - Clears the Send To Address fields, allowing you to enter a different mailing address for either applications or ballots.

Applications: (Left side of the screen)

[Send] - Creates the application record. Captures the Send To Address, saves the date the application was Sent and enters a graphic symbol in the Election field.

[Receive] - Saves when the application was Received and enters a graphic symbol in the Election field. This information prints on the AV List.

[App] - Allows you to print a single AV application either now or later, using blank or pre-printed stock.

[Card] - Allows you to print a single AV application either now or later using pre-printed post card stock.

[Edit] - Produces the *AV Application* screen, allowing you to view the application record or to make changes to the application record. Included on the *AV Application* screen are address the application was mailed to, status of the application (sent or received) and the dates of sending or receipt.

[Delete] - Allows you to delete the application record.

Ballots: (Right side of the Screen)

[Send] - Creates the ballot record. Captures the Send To Address, saves the date the ballot was Sent and enters a graphic symbol next to the ballot number. This information prints on the AV List.

[Receive] - Saves when the ballot was Received and enters a graphic symbol next to the ballot number. This information prints on the AV List.

[Label] - Will print, either now or later, a ballot mailing label. Two labels will print if the mailing address is different from the residential address.

[Invalid] - Marks a ballot that should not be counted. Puts a red circle and slash over a received graphic symbol. Enters a "Y" in the Invalid column on the AV List. You are prevented from issuing the voter another ballot.

[Spoiled] - Marks a ballot that should not be counted. Puts a green splotch on a received graphic symbol. Enters the spoiled ballot number in the Spoiled column on the AV List. You can issue this voter another ballot.

[Write In] - Not operational at this time.

[Edit] - Produces the *AV Ballot* screen, allowing you to view the ballot record or to make changes to the ballot record. Included on the *AV Ballot* screen are address the ballot was mailed to, status of the ballot (sent or received) and the dates of sending or receipt.

[Delete] - Allows you to delete the ballot record.

Button on the AV Voter Search Screen

AV Voter Search

Last Name:
First Name:
Street:
Ballot #:

Voter Name	Street	DOB	Ballot #	Jurisdiction

[Clear] - Deletes information from the entry fields.

[Select] - Returns you to the *AV Scan* screen without performing any of the functions checked on the *AV Scan* screen.

[Process] - Returns you to the *AV Scan* screen and performs any of the functions checked on the *AV Scan* screen.

[Cancel] - Closes the *Search* screen and returns you to the *AV Scan* screen.

[Help] - Not operational at this time.

[Search] - Performs a voter search based on the criteria specified in the entry fields.

Printing AV Lists

You can print a list of voters who have received an AV ballot by producing an *AV List*. Included on the AV List is the voter's name, mailed to address, date the application was received, date the ballot was mailed, and date the ballot was received. In addition, spoiled ballots and invalid ballots are also accounted for on the AV List.

Action	Result
From the QVF Main Desktop go to Reports, Absentee Voter and click on AV List .	The <i>AV List</i> screen is displayed.
Ensure the <u>County</u> and <u>Jurisdiction</u> are correct and then choose an <u>Election</u> for which you want a list of AV voters.	The AV list will only include voters who have been issued a ballot for the indicated election.
Tabs allow you to run the AV list either by <u>Precinct</u> or <u>AV Counting Board</u> . Click on the Precincts or Counting Boards tab.	A list of precincts or counting boards is displayed.
You can run the list for all precincts or counting boards, for a single precinct or counting board, or for selected precincts or counting boards by making your choices in the <u>Precincts</u> or <u>Counting Boards</u> box.	The AV list will only include voters in the highlighted precincts or counting boards.
The AV list can be sorted in various ways by making a choice in the <u>Sort Options</u> box.	The AV list will sort based on the criteria specified.
Choose <u>Print Now</u> , <u>Print Later</u> or <u>Print to File</u> and click on the [OK] button.	The AV list will start printing immediately or will be sent to the Local Report Queue . You are then returned to the QVF Main Desktop .

Daily AV Report

You can produce a cumulative or daily list of who has been sent AV ballots that will show the voters name and mailing address. This can be produced as either a report or as mailing labels. This is the only place in the QVF where mass AV applications are documented.

Action	Result
From the menu in the <i>QVF Main Desktop</i> go to <i>Reports, Absentee Voter</i> and click on <i>Daily AV</i> .	The <i>Daily AV Report</i> screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct and then choose an <u>Election</u> from the drop down list.	The appropriate precincts fill in the <u>Precincts</u> box.
The QVF has the capability of running a list based on any combination of AV applications sent and returned and AV ballots sent and returned. What will appear on the list is based on what is checked off in the <u>Applications</u> and <u>Ballots</u> boxes.	
A check mark should be in the box <u>Include Manual Applications</u> .	The check boxes for <u>Applications</u> and <u>Ballots</u> are enabled.

Establish the criteria for your report by putting check marks next to the items you want on your list. You can choose from; <u>Applications Sent</u> and <u>Received</u> and <u>Ballots Sent</u> and <u>Received</u> .	Voters who received over the counter AV Applications and/or voters who received an AV Ballot will appear on your list.
If you want to include, or create a separate list of, voters who received a mass AV application, place a check mark next to <u>Include Mass Applications</u> . Then place a check mark next to <u>Over 60+</u> and/or <u>Permanent AVs</u> .	The report will include the names of voters who were sent mass AV Applications based on the criteria that you selected.
The <u>Between:</u> and <u>and:</u> fields allow you to run your AV report based on a range of dates or a single date. Enter the beginning date that you want your report to reflect in the <u>Between</u> field. Enter the ending date that you want your report to reflect in the <u>and</u> field. If you want a report for a single date, enter that date in both fields.	The <i>Daily AV Report</i> will run based on the dates entered.
Tabs allow you to run the Daily AV Report either by <u>Precinct</u> or <u>AV Counting Board</u> . Click on the Precincts or Counting Boards tab.	A list of precincts or counting boards is displayed.
Highlight the precincts or counting boards that you wish to run a list for. If you want to run a list for a specific precinct/counting board or group of precincts/counting boards, highlight only those precincts/counting boards by clicking on the [None] button and then clicking on the specified precincts/counting boards.	All the precincts/counting boards are cleared, then the precincts/counting boards you choose are highlighted.
In the <u>Report Style</u> box choose <u>Listing</u> or <u>Labels</u> .	<u>Listing</u> produces a list of names and addresses. <u>Labels</u> will produce mailing labels.
In the lower right corner of the screen choose how many copies of the report you want.	
Under <u>Report Options</u> choose <u>Print Now</u> , <u>Print Later</u> , <u>Print to File</u> or <u>Print to Zip/Disk</u> .	Your report will start printing immediately or be sent to the <i>Local Report Queue</i> and you are returned to the <i>QVF Main Desktop</i> .

Ballots Sent and Returned Summary

With the ***Ballots Sent and Returned Summary*** you can produce a report that lists the total number of AV ballots issued, the total number of AV ballots returned on time and the total number of AV ballots returned late. This list will also break down the AV ballots by precinct or counting board.

Action	Result
From <i>Reports</i> go to <i>Absentee Voter</i> and click on <i>Ballots Sent and Returned Summary</i> .	The <i>Ballots Sent and Returned Summary</i> screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then choose the <u>Election</u> for which you want to run the report.	
Tabs allow you to run the Ballot Sent and Returned Summary either by <u>Precinct</u> or <u>AV Counting Board</u> . Click on the Precincts or Counting Boards tab.	A list of precincts or counting boards is displayed.
The [Select All] button highlights all of the precincts or counting boards. The [Select None] button removes the highlighting from all of the precincts or counting boards. You can highlight individual precincts/counting boards by clicking on them. Choose the precincts/counting boards for which you want to run the list.	Those precincts/counting boards are highlighted.
Under <u>Print Options</u> choose either <u>Print Now</u> or <u>Print Later</u> and click on the [OK] button.	The report will start printing immediately or will be sent to the <i>Local Report Queue</i> and you are returned the <i>QVF Main Desktop</i> .